



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TTY/TDD 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Scott Haggerty, Chair
Alameda County

Adrienne J. Tissier, Vice Chair
San Mateo County

Tom Azumbrado
U.S. Department of Housing
and Urban Development

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Cities of Alameda County

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ADMINISTRATION COMMITTEE

October 14, 2009
MINUTES

Attendance

Chair Bates called the meeting to order at approximately 11:07 a.m. Committee members present were: Commissioners Cortese, Daly, Dodd and Kinsey. Other commissioners present were: Haggerty, Tissier, Chu, Giacomini, Halsted, Lempert, Mackenzie, Rubin, and Spering.

CONSENT

Chair Bates indicated a revised agenda to reflect the removal of Agenda Item 2f: Contract – Transit Performance Monitoring Program for FY 2009-10 through FY 2011-12: Mundle & Associates, Inc. with no action to be taken.

Minutes

The Committee received and approved as written the meeting minutes of September 9, 2009.

Contract – Design and Production Services for Transactions Newsletter, MTC/BATA Annual Report and other projects in FY 2009-10

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Finger Design Associates in an amount not to exceed \$150,000 to serve as MTC's principal designer for *Transactions*, the annual report and other design and production projects in FY 2009-10, with options to renew the contract for two additional years through FY 2011-12. The Committee also voted to establish a panel of pre-qualified firms for miscellaneous design projects in FY 2009-10 with a total amount not to exceed \$100,000, subject to contract negotiation by the Executive Director or a designee, with options to renew for two additional years. The pre-qualified firms are: Finger Design, L Studio, Patricia Bruning Design, Traverso Santana Design, and Visual Strategies.

Purchase Orders – Newspaper and Legal Notice Advertising Services:

- i) California Newspaper Services Bureau a division of Daily Journal Corporation
- ii) AC AdClub Advertising Services

The Committee authorized the Executive Director or his designee to issue purchase orders to: 1) California Newspaper Services Bureau in the maximum amount of \$32,500, and 2) AC AdClub Advertising Services in the maximum amount of \$32,500 to provide newspaper and legal notice advertising services in FY 2009-10, with options to renew

for up to four additional consecutive one-year periods ending June 30, 2014, subject to approval of future agency budgets.

Contract – MTC StreetSaver® Software Development, Maintenance & Support Services: DevMecca.com

The Committee authorized the Executive Director or his designee to negotiate and enter into a two-year contract in the maximum amount of \$980,000 with DevMecca.com for StreetSaver® software development, maintenance and support services with the option of up to two 2-year extensions, and the Chief Financial Officer was directed to set aside \$475,000 in FY 2009-10 and \$505,000 in FY 2010-11 (subject to funding approval) for such contract.

Contract – Regional Measure 2 Capital Project Monitoring Program: TYLIN International

The Committee authorized the Executive Director or his designee to negotiate and enter into a two-year contract not to exceed \$800,000 with TYLIN International for the RM2 Capital Project Monitoring Program services, with options for up to two additional two-year extensions, and the Chief Financial Officer was directed to set aside \$400,000 in year one and \$400,000 in year two (subject to funding approval) for such contract.

MONTHLY FINANCIAL STATEMENTS

The Committee received the following monthly financial reports for the month of August: Operating Income through August 2009; Report of Operating Expenditures for FY 2009-10 through August 2009; Report of Capital Projects for FY 2009-10 through August 2009; FY 2009-10 Contract Services Disbursement Report for August 2009. For the month of August 2009, the monthly financial report listed one contract executed by the Executive Director in the amount of \$65,470 and seventy-five (75) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget and actual revenue and expenditures through August 2009.

INVESTMENT REPORT

The Committee received the Investment Reports for the month of August 2009.

Contract – OPEB Advisory/Administrator Services, Resolution No. 3912:

- i) **Public Agency Retirement Services (PARS)**
- ii) **Pre-qualified list: Public Financial Management Group and Keenan**

The Committee referred MTC Resolution No. 3912 to the Commission for its approval, adopting the PARS Public Agencies Post-Retirement Health Care Plan Trust and authorizing the Executive Director or Chief Financial Officer to file the executed agreement with PARS to pre-fund Other Post Employment Benefits (OPEB). Subject to the Commission's approval of Resolution No. 3912, the Committee authorized the Executive Director or his designated representative to enter into contract(s) with PARS to

perform advisory and administration services for an OPEB trust account. The Committee also pre-qualified the firms of Public Financial Management Group and Keenan to enter into similar contracts for a five-year period.

Contract Amendment – Legislative Representation in Sacramento: Carter, Wetch and Associates

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment not to exceed \$223,200 (\$111,600 per year) with Carter, Wetch & Associates to provide legislative advocacy services in Sacramento for a two-year period from November 1, 2009 through October 31, 2011, and the Chief Financial Officer was directed to set aside funds for such amendment, subject to necessary budget approvals.

Representatives from Carter, Wetch and Associates were present to address questions from the Commission.

Legal Services Contract – Special California Environmental Quality Act (CEQA) Counsel: Remy, Thomas, Moose, and Manley, LLP

The Committee authorized the General Counsel to negotiate, and the Executive Director or his designated representative to enter into a contract not to exceed \$500,000 (\$150,000 in FY 2009-10) with Remy, Thomas, Moose, and Manley, LLP, extending through June 30, 2013. The firm was retained as Special CEQA Counsel to provide advice regarding the applicability of CEQA to the preparation of the Sustainable Communities Strategies (SCA) under SB 375 and the 2013 Regional Transportation Plan (RTP). The funding of the contract will be split 50/50 with the Association of Bay Area Governments, and funding beyond FY 2009-10 is subject to MTC's annual budget approval process.

OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING

There being no further business or public comment, the meeting was adjourned at approximately 11:15 a.m. The next Committee meeting date will be on November 4, 2009 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.